

Assigning Students to a Course



This job aid is for California law enforcement agencies and other presenters who are using POST computers with Manager's Edge™. It can be used for assigning students to any course.

Notice

Prior to assigning students to courses in Manager's Edge, you must have done the following:

1. Installed the POST *Getting Started with Manager's Edge CD*.
2. Entered at least one student in Manager's Edge. (Refer to the *Manager's Edge Job Aid* that was sent with the *Getting Started with Manager's Edge CD*.)
3. Installed at least one course in Manager's Edge. (Refer to the instructions that came with course.)

If you have any questions, call POST at 1-877-ASK-LTRC or e-mail POST at askltrc@post.ca.gov.

These steps only need to be performed once for each course. To record your progress, complete and check off (☑) each step in order.

Assigning students to a course

☐ Step 1

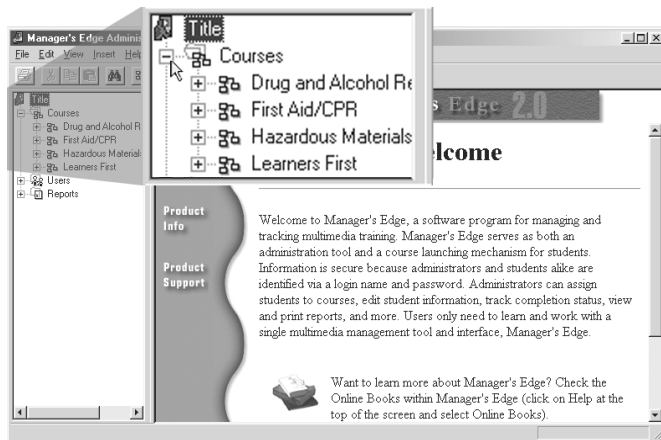


The first step is to log in to Manager's Edge as an administrator. Enter **admin** for the Login Name and then enter the default password, **postltrc**. Select **Login** to continue.

Caution: This job aid should be kept in a secure place because it discloses the default administrator password. Failure to do so, gives others access to all students records.

(Over)

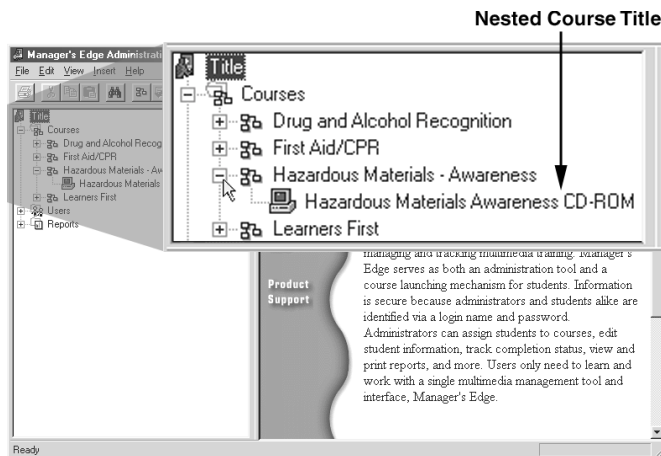
□ Step 2



Click the **+** sign next to **Courses** to open the list of courses.

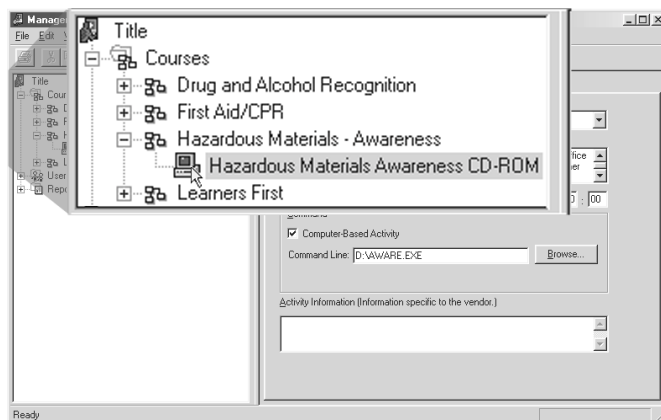
The **+** sign changes to a **-** sign when the list expands.

□ Step 3



Click the **+** sign for the appropriate course. The nested course title appears when the list expands.

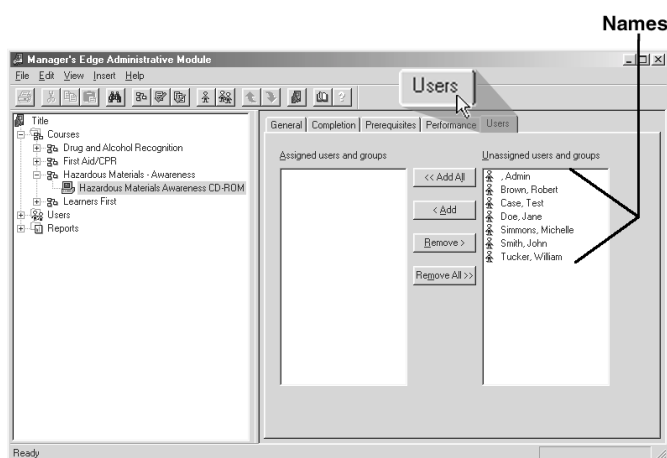
□ Step 4



Click the nested course title to which you wish to assign students.

Do not change the displayed settings or information.

□ Step 5

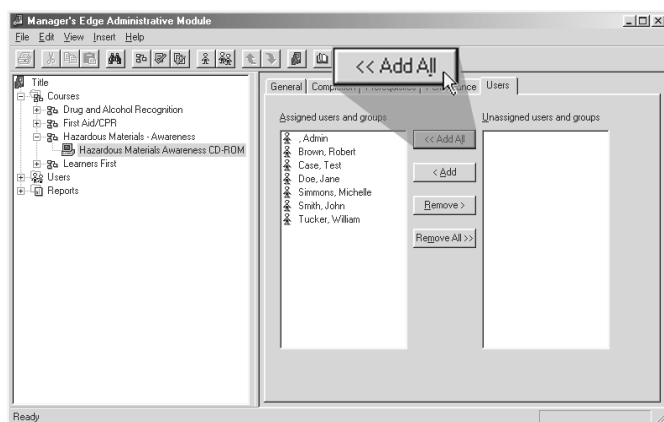


Click the **Users** button at the top of the Administrative Module. A list of names will be displayed on the right side of the Administrative Module.

□ Step 6

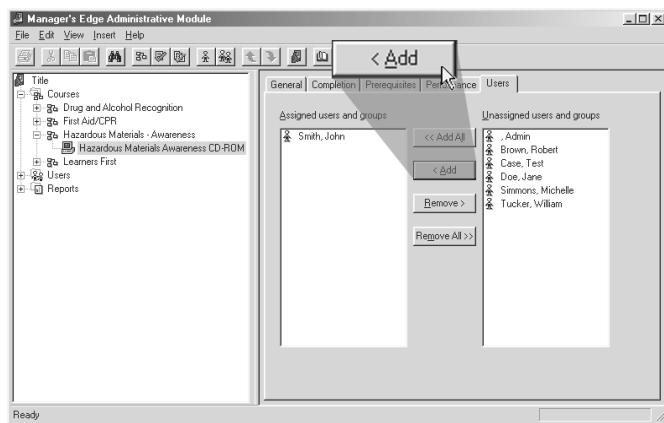
You can assign one, some, or all students to a course.
Use Step 6a, 6b, or 6c depending on how you want to assign students.

6a



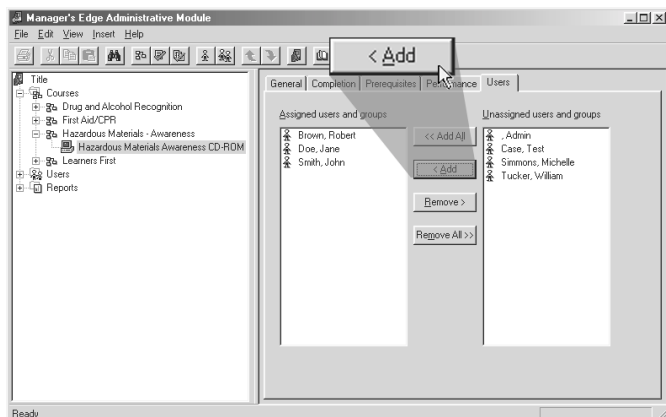
Clicking the **Add All** button will assign everyone to the course. Completion of the Add All action is indicated when the names are moved from the "Unassigned users and groups" column to the "Assigned users and groups" column.

6b



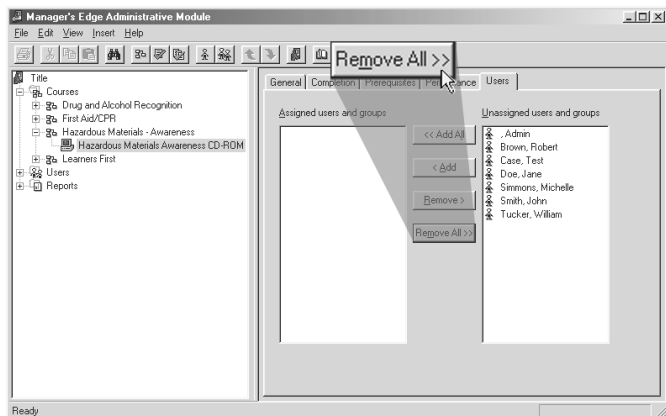
Individual names can be added by clicking a name and then clicking the **Add** button.

(Over)



Several names can be added at once by holding down the control (Ctrl) key while clicking the names to select them. Then click the **Add** button.

Step 7 Use this step only if you need to correct Step 6.



Personnel can be unassigned by reversing the above processes. Clicking the **Remove All** button will move all the names to the "Unassigned users and groups" area.

Clicking an individual name in the "Assigned users and groups" area and then clicking the **Remove** button, will move the name to the "Unassigned users and groups" area.

Congratulations, you have now assigned students to a course.

To assign students to another course:

Repeat steps 3 through 7, beginning on page 2.

To take the course:

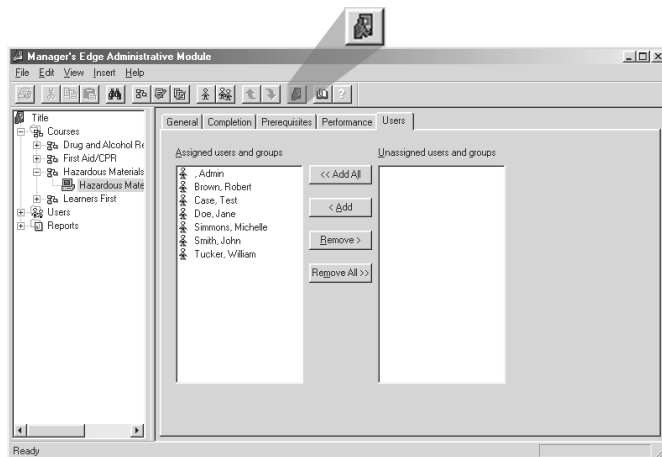
Go to steps 8, 9, and 10 on page 5.

To close Manager's Edge:

Go to steps 11 and 12 on page 6.

Taking the course (administrator)

□ Step 8



Click the student module icon at the top of the Administrative Module.

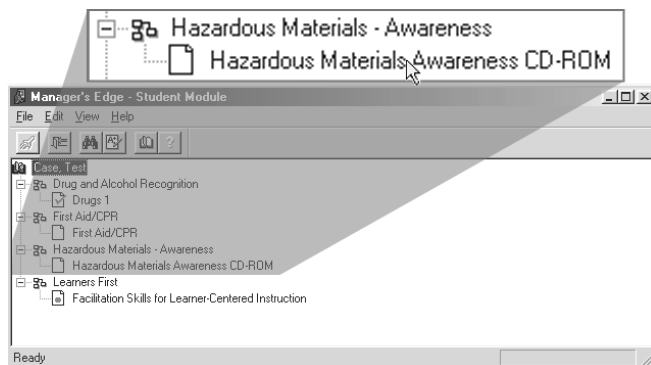
□ Step 9



Enter your login name and password.
Select **Login** to continue.

Note: Your login name is normally your first initial and last name. Your default password is your social security number without dashes.

□ Step 10



Place the cursor over the name of the course you wish to take. After a short wait, a course description will appear.

Insert the CD-ROM disc in the drive.
Allow about ten seconds for the drive to read the CD-ROM disc.

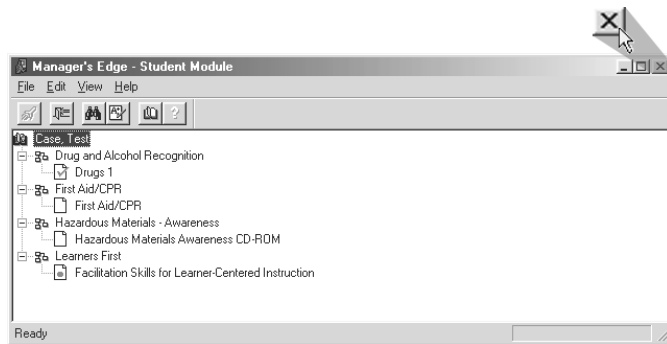
Double click the course title. When you are finished with the course, use the **Exit** button in the course to return to the Manager's Edge Student Module.

To close Manager's Edge, go to step 11 on page 6.

(Over)

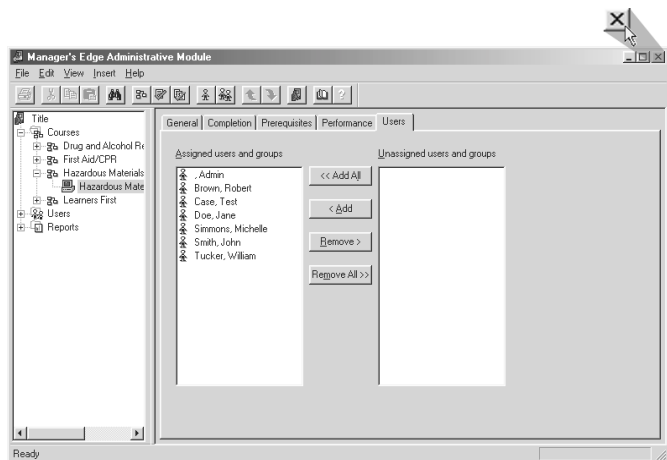
Closing Manager's Edge

□ Step 11



To close the Manager's Edge Student Module, click the **X** in the top right corner. You are now back in the Administrative Module.

□ Step 12



To close the Manager's Edge Administrative Module and return to the desktop, click the **X** in the top right corner.

You may now shut down the computer or proceed with other work.

Congratulations, you have completed the job aid for assigning students to courses in Manager's Edge, taking a course, and exiting Manager's Edge.

Please keep this job aid on file for use with future courses.